

Job Description

Position Title: Auto Maintenance Supervisor

Job Group: Facilities

Job Level Group: Supervisor

FLSA Status: Non-Exempt

Salary Grade: 05

Position Summary:

The Auto Maintenance Supervisor supervises and leads major and minor maintenance and repair of automobiles, police and emergency vehicles, trucks, tractors, mowers, UTV's, golf carts, trailers and other light and heavy, gasoline, diesel, electric, or compressed natural gas (CNG) power-driven equipment.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides work direction and guidance to the automotive technicians and van driver; assures that work performed is consistent with manufacturer recommendations and industry standards by inspecting and accounting for all work completed. Provides technical training to keep current with changing technologies and components.
2. Provides information for performance appraisals and make hiring, termination and disciplinary recommendations
3. Coordinates and maintains a program of preventive maintenance and repair of District-owned vehicles, power-driven equipment, related equipment and accessories; maintains schedules and records pertaining to preventive maintenance and vehicle replacement. Estimates, plans, schedules, and logs all maintenance and repair using an electronic repair management system.
4. Diagnoses, overhauls, and repairs District owned vehicles, power-driven equipment, related equipment and accessories; operates motorized equipment in connection with repair, servicing and testing. Estimates time and labor costs involved.
5. Maintains and operates the auto repair shop in a safe, organized, and efficient manner. Performs auto shop and vehicle safety inspections; identifies safety hazards and makes necessary adjustments and recommendations to assure shop safety and safe operating vehicles and equipment. Ensures OSHA, EPA, DOT and all compliance and regulatory requirements are maintained at all times.
6. Inspects, diagnoses and repairs or replaces a variety of mechanical and electrical automotive systems and equipment including; powertrain, brakes, cooling, fuel, ignitions, lighting, exhaust, drivetrains, suspension and steering, transmissions, onboard computers, OBDII/emissions, heating and AC, hydraulic systems, tires, emergency vehicle lighting, sirens, radios, and equipment, interior panels, safety equipment, gauges, doors and window mechanisms. May perform minor miscellaneous bodywork service/repair, stake sides of trucks, remove and replace glass and Plexiglas windshields, re-upholster or repair seat cushions.
7. Maintains repair parts inventory and records; determines need to order parts and ordering parts and equipment as necessary.

8. Schedules repairs with outside vendors as necessary; assure work is performed consistent with manufacturer and industry standards.
9. Assists with new vehicle purchases. Provides technical information regarding vehicle use, application, and condition.
10. Maintains up-to-date education of current changes in technology on today's vehicles, including vehicle computer systems. Keeps abreast of new technology as the technical complexity of vehicles are increasing with use of hybrid and electrical powertrains. Updates and maintains knowledge of repair and maintenance techniques with evolving vehicle requirements.
11. Operates motorized equipment, motor vehicles, tractors, UTV's, golf carts, trailers, and heavy equipment. Tows, loads and unloads vehicles and equipment in the performance of service calls. Coordinates vehicle pickup and delivery with vehicle custodians from all locations.
12. Safely and effectively uses shop tools and testing equipment in the inspection, diagnosis, overhaul, repair and adjustment of power-driven equipment and vehicles, including, but not limited to analyzers, brake lathes, and tire mounting equipment.
13. Processes invoices for payment and reconciles self and staff PCard transactions monthly.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
2. Knowledge of regulatory compliance principles and practices.
3. Skill in automotive maintenance
4. Skill in analyzing data and drawing conclusions
5. Skill in people leadership and supervision
6. Skill in organization, coordination, and management
7. Skill in coordinating and monitoring the work of others
8. Skill in effective communication (both written and oral)
9. Diagnose and analyze problems with mechanical and electrical equipment.
10. Make simple arithmetic calculations.
11. Skill in current and applicable hardware, software, and peripheral equipment
12. Ability to operate relevant equipment required to complete assigned responsibilities for the position
13. Ability to develop and maintain effective and positive working relationships

Supervision:

Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and disciplinary action.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High School Diploma or General Equivalency Degree (GED)
- Completion of an approved technical/vocational/apprenticeship program
- Four years performance-level automotive service experience, to include one year of supervisory experience.
- ASE Master Certification or A1, A4, A5, A6, and A7, or evidence of working toward these certifications with attainment required within one year of hiring
OR 15 years of equivalent experience.
- **OR** An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required